

Memorandum

U.S. Department
of Transportation
**Federal Aviation
Administration**

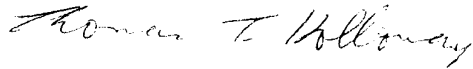
Subject: Annual Occupational Safety and Health Report - FY 1998 Date: March 4, 1999

From: Manager, Facility Environment and Safety Division, Reply to
AEE-200 Attn. of:

To: Manager, Training Division, AFZ-100

Attached is the request received from DOT for the 1998 OSHA Annual Occupational Safety and Health Administration (OSHA) Report.

We have highlighted the attached document to show questions that are in your area of responsibility. Please provide responses to the questions by March 10, 1999, so that the FAA may reply within the OST deadline. Please direct your questions to Michael Thomas, x34292. Thank you in advance for your assistance.



Thomas T. Holloway

Attachment

AGENCY FISCAL YEAR 1998 ANNUAL REPORT ON OCCUPATIONAL SAFETY AND HEALTH

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I. SAFETY AND HEALTH PROGRAM PERFORMANCE

A. Injuries and Illnesses

1. What are the major causes of injuries and illnesses at your agency or Department?

According to our Workers Compensation data, the FAA experienced 3786 injuries and illnesses costing \$84,653,101.34 during FY 1998. The major causes were unclassified (stress) 48.2%; material handling 16.8%; falls 14.8%, slips & twist 4.3%; aircraft 4.1%; motor vehicle 2.9%; dust and gas 2.1%; and other non grouped areas 6.8%.

2. What action has the Agency taken to correct these hazards or remove employees from risk? See below.

3. What action has been taken to address the causes of these hazards? See below.

(The following information is applicable to both questions A.2. and A.3.)

In 1998, FAA concentrated its efforts on such major areas as fall protection, confined space, indoor air quality, fire life safety in airport traffic control towers, and asbestos management. The regions expended significant funds to acquire equipment and provide training to correct the hazards or remove employees from risk.

4. Does your agency use injury and illness data to set program priorities and objectives?

In 1998, the FAA worked to provide Occupational Safety and Health (OSH) program managers access to the national Safety Management Information System (SMIS). This system provides a tool through which 5800 managers/ supervisors can report injuries, illnesses, property damage and motor vehicle damage, all through the FAA intranet. This system consolidates all accident data in one location as it is entered directly from managers and supervisors. In the past there were many regional systems and information went through several layers. Data retrieval was time consuming because regional accident databases were not compatible or did not exist at all.

The FAA also deployed the Environmental Safety Information System (ESIS). The ESIS takes selected fields from the DOT Workers' Compensation Information System (WCIS) and makes the resulting information available to safety specialists.

5. Does your agency use injury and illness data to evaluate the performance of top managers?

No, the FAA does not use injury and illness data to evaluate the performance of top managers. However, the FAA safety evaluation criterion will address top manager performance. Also, FAA safety policy order 3900.19b will require accountability on the safety performance of top managers.

B. Written Safety and Health Program

1. Does your agency have an up-to-date written safety and health program? Please attach a copy.

The FAA has drafted an to-date written safety and health program document - FAA Order 3900.19B, and has coordinated the document throughout the agency and with the unions. We are awaiting final review by the Administrator's office and subsequent signature.

- a. When was it last updated? The written program has undergone major restructuring since 1994. It is anticipated that the FAA Administrator will sign the order during 3rd Qtr. FY99.

- b. Does the written safety and health program reflect current occupational safety and health policies and procedures?

The Draft FAA Order 3900.19B incorporates program requirements consistent with 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters; 29 CFR 1910, Occupational Safety and Health Standards for General Industry; and 29 CFR 1926, Safety and Health Regulations for Construction. The program requirements will be supplemented by written implementation guidance tailored to the needs of FAA lines of business. The Order is being developed incrementally with additional technical chapters added as requirements are issued, changed, or updated.

- c. Does the written safety and health program reflect current organizational structure?

Yes. Recent organizational realignments within the FAA were captured in the draft FAA Order 3900.19B.

2. Do your Department's subagencies have separate written safety and health programs specific to their operations? If so, how does your Departmental program relate to the subagencies' programs? (This information should be provided by OST)

3. Have agency managers, supervisors, employees and employee representatives been provided with training to familiarize them with the written safety and health program?

Agency managers, supervisors, employees and employee representatives are provided training to familiarize them with the written safety and health program on a continuing basis.

C. Safety and Health Program Training

1. How does your agency ensure that managers, supervisors, employees and employee representatives have been trained in the requirements of the safety and health program?

Although specific training is provided as mentioned in our response in C.2. below, the FAA is working with Human Resources to document and track training. In addition, the draft safety program document will require accountability for training provided to all FAA employees.

2. How does your agency train managers, supervisors, employees and employee representatives to recognize the hazards of their work operations?

The FAA continues to train its managers, supervisors, employees and employee representative to recognize the hazards of their work operations. In 1998, extensive regional training was conducted for the following subject areas:

- Lockout/Tagout
- Fall Protection
- Confined Space
- High Voltage
- Hazard Communication
- Fire Life Safety

3. What training has your agency done to help managers develop hazard abatement plans when abatement cannot be achieved within 30 workdays?

The FAA is revising the Unsatisfactory Condition Report and updating the Hazard report forms. Field people are trained to develop hazard abatement plans including situations when abatement cannot be achieved within 30 days. In addition, a concerted effort was made in 1998 to train members of regional and field Occupational Safety, Health, and Environment Compliance Committees (OSHECCOM) in safety and environmental activities including awareness in hazard abatement plans.

II. ACCOMPLISHMENTS

1. Asbestos Exposure Management. Many tools were developed and implemented in FY98 with respect to asbestos. They include the Model ARTCC Asbestos Abatement Contingency Plan and national model asbestos abatement and environmental monitoring specifications. The significance of these documents is that they, for the first time, standardize the way that asbestos abatement is performed in FAA facilities. They have been developed with the goal of preventing employee exposure to asbestos and preventing facility shutdowns. The model contingency plan was developed by a working group that consisted of management and the unions. These documents will help us to perform asbestos abatement in a safe manner therefore providing a safe and healthful workplace for FAA employees. A collateral effect of this document is that its procedures when followed, are designed to prevent facility shutdowns that could contribute to airline flight delays.

2. Implementation of Occupational Safety, Health, and Environmental Compliance Committee (OSHECCOM). Implementation of the OSHECCOMS was accomplished at the National, Regional, and Center levels. The OSHECCOMS provide the vehicle to: (a) establish a culture within the FAA that facilitates an effective occupational safety, health, and environmental (OSH&E) program, (b) improve intra-agency cooperation by establishing communication across the lines of business and promote a comprehensive OSH&E program which can be implemented at all operational levels, (c) provide a method for employees to raise concerns related to OSH&E issues without fear of reprisal, (d) monitor the OSH&E program, and (e) organize committees to ensure uniformity in the OSH&E program and eliminate duplication of effort.

3. Fire Life Safety Program. Through the combined efforts of the Department of Labor, the Department of Transportation, the Occupational Safety and Health Administration, the Federal Aviation Administration, and the National Unions, the Alternate Standard for Fire Life Safety in Airport Traffic Control Towers (ATCT) (29 CFR Part 1960.20) was negotiated and signed on May 6, 1998. The goal of the alternate standard is to correct fire life safety deficiencies in ATCTs.

4. Medical Surveillance Initiative. The FAA regions are taking the initiative with the Regional Medical Divisions and the Office of Aviation Medicine to decrease the number of employees requiring medical surveillance. As the agency abates the number of hazards to which employees are exposed, the number of employees under medical surveillance decreases. The FAA just began working this issue at the end of FY98. The actual amount of savings attributed to this initiative cannot be calculated until sufficient data has been collected and calculated.

5. Indoor Air Quality. We worked with the FAA headquarters and region/center real estate organizations to put Indoor Air Quality requirements in all lease agreements. In the past, the FAA has frequently entered into lease agreements, which do not contain specific wording requiring the working environment to meet acceptable indoor air quality

standards. An example would be the requirement to ensure that building ventilation complies with ASHRAE standards. In many cases, the air quality was less than adequate, causing adverse symptoms in our employees. By inserting appropriate wording into the lease agreements we are ensuring that the acceptable air quality is established and maintained in facilities where FAA employees work.

6. FAA Notice 3900.60. On March 9, 1998, Airway Facilities published FAA Notice 3900.60, FAA Pre-Construction and Maintenance Project Safety and Health Checklist, in response to the high number of incidents occurring in asbestos abatement, construction, and maintenance-related projects. The notice requires the use of the checklist by those individuals who oversee construction and maintenance activities that potentially have occupational safety, health, and environmental related impacts on Air Traffic and Airway Facilities operations.

7. Implementation of the National Occupational Medicine Surveillance Program Oversight Team (NOMSPOT). In accordance with draft Order 3900.19B, NOMSPOT was created to explore the need for employee medical surveillance when there are no OSHA regulations to guide us.